

**Kent County
LEPC Meeting Minutes**

March 14, 2006

Attendees

Nicole Vautard	<i>KC DPS</i>	Allen Metheny	<i>KC DPS</i>
Ken Belmont	<i>DPH</i>	Bob Barrish	<i>Retired</i>
Robert Hawkins	<i>DE State Police</i>	Paul Bernat	<i>Dover Police</i>
Sarah King	<i>DNREC</i>	David Balcerak	<i>R.S.V.P.</i>
Dorothy Lehmann	<i>Tilcon</i>	Jay Brabson	<i>DNREC</i>
Marilyn O'Neal	<i>Perdue</i>	David Mick	<i>KC DPS</i>
Scott Bundek	<i>KC911</i>	Reinhold Betschel	<i>KC PW</i>
Vincent Lynch	<i>Perdue</i>	Jerry Wiegand	<i>NRG Energy</i>
Paul Tuley	<i>Amateur Radio</i>	Brad Hastings	<i>U.S. Navy</i>
Matt Higgins	<i>DRREC</i>	Mark Herlihy	<i>USCS</i>
Dean Blaha	<i>Duke Energy</i>	Susan Domm	<i>436 CEX</i>
Bill Ridenour	<i>Magnum Electronics</i>	Bill Grow	<i>NRG Energy</i>

Allen Metheny called the meeting to order at 10:00 A.M.

Welcome from Allen and introduction of all the attendees.

The minutes of the January 10th meeting were approved.

Program

Dean Blaha- FEMA's response to disasters.

Current Issues

Dave Mick – DECON – No emergency responses. Monthly training sessions at Little Creek Fire Company held on the third Tuesday of every month. For special operations, our paramedics finished a refresher course on training. We will be placing into service Gamma Rae detectors. They will be on every medic unit as well as 2 at each fire station.

Sarah King - Tier II Manager – Reports were due March 1st however we are still waiting on a few to report and pay their fees. We collected \$250,720. About 75% of the facilities used the new Tier II online reporting program. Overall it went well and most preferred it over the old system. In April there will be training on the Tier II program. This new program will allow quick access to make current changes anytime throughout the year so that the system is always up to date.

Allen Metheny - EOC Enhancement – We are down to the final approval by the County. We have sufficient funds through Homeland Security for this project.

Old Business

Allen Metheny - FY06 Budget – We are in good shape and we are currently at about 65% of our expenditures.

Allen Metheny – FY07 Budget Request – April 15th is the deadline to get requests in for LEPC and our work plan. There are no drastic changes to be made in our request. By next meeting I will be able to tell you of our requests.

Ken Belmont - Planning Committee – Site Security Seminar to be held on April 27th at the Dover Sheraton from 9:00 a.m. until 3:30 p.m. in the Corporate Ballroom. There is a \$25 registration fee with lunch included. Target audience is Facility and Site Managers, State and Government Officers, and Financial establishments. The brochures just came back from the printer and are out in production. There is also a copy on the LEPC website: <http://www2.state.de.us/serc/information/kclepc/kclepc.shtml>. Looking for participants to pre-register however there will be registration in the lobby the day of the seminar.

Allen Metheny – SERC – Last meeting was on March 8th. In June, the Coast Guard is doing an exercise at Big Stone Anchorage dealing with oil spill. There will be no involvement for Kent County in the exercise. It will be a 3 day project. It is a mandated exercise that they must have. SERC is going to be promoting outreach. Art has gotten a CD that is going to be available to all Elementary Schools in the State. It is geared towards child safety. In the future years we may see an increase in our availability in funds for Emergency Management.

Allen Metheny – Delaware Emergency Notification System (DENS) – Some extensive statewide testing was conducted. There were a few minor problems. Kent County tested in the Harrington area. Figured out the problems (had to make adjustments in the phone message system) and retested.

Allen Metheny – Exercise Committee – We finally received the after action report on Fair Mayhem Tabletop Exercise held in October. It took six months to receive this report. The three key areas for needed improvement are as follows:

1. Understanding of existing plans and procedures.
 - a. The National Guard was beat on and used by everyone.
 - b. Local Mass Casualty Incident System – lack of knowledge by other departments regarding plans on handling mass casualties.
2. Lack of familiarity and knowledge of the National Incident Management System and the Unified Command System.
 - a. Many players did not know what the National Incident Management System was and what it was supposed to do and how it worked.
3. Lack of information sharing, clear line of communication between the agencies, and coordination between the PIO's.

There were four strengths identified. They are as follows:

1. Enthusiasm among the participants was great.
2. Participation of various industries which included a lot of senior administrative staff was outstanding.
3. We were able to stretch the working relationship during the planning process for this tabletop exercise.
4. Identification of data improvement steps that can be taken to enhance the regional readiness.

We are having a planning meeting to develop a short term plan for a functional exercise and a full scale exercise.

Allen Metheny – Newsletter – Janice has agreed to put together a Kent County LEPC newsletter, but it is not getting off the ground too well. She needs some help to get this going.

Marilyn O’Neal – Maybe we should take our notes from our meetings and make news articles from them.

New Business

Allen Metheny – Request from Bill Satterfield for our support regarding some federal regulations. Poultry industries are seeking exemption from the reporting requirements for providing reports of daily ammonia releases in chicken houses. On behalf of the LEPC I will send a letter to USEPA to support our Poultry Industries.

Bob Barrish – LEPC Performance Reviews – SERC would like to check the accountability of the LEPCs and determine how effective they are. It has been done twice in the past by Federal surveys. This committee has been put together to perform these evaluations. The review is based on a set of uniform performance measures that was decided upon previously by the LEPCs. There are nine performance measures. We expanded those measures and came up with a 2-3 page performance review to be sent out to LEPCs and then back to SERC. It has been decided that they will be submitted with the Budget Packages due by April 15th.

Allen Metheny – SERC Outreach Program – Planning and training is asking each LEPC to promote ourselves more to the community. Along with that request up to \$4,000 has been allocated for each LEPC to fund programs. I would like to develop a committee called the “Outreach Committee” to come up with some ideas of what we could do in Kent County to promote ourselves. Are there any volunteers? If none, I will volunteer a few of you.

Allen Metheny – Introduction of new member – Paul Tuley, President of our Local Amateur Radio Club which is very active in some of our operations when we activate the EOC for real emergencies or exercises. They have an active club that meets here once a month. They are our main communication link regarding shelters by providing us information when there is an emergency. They can usually answer our questions within about five minutes which is much sooner than we would receive information from the American Red Cross.

Meeting adjourned by Allen Metheny at 11:13 a.m.

Next LEPC meeting tentatively scheduled for Tuesday, May 9th at 10:00 a.m.

Respectfully submitted,

Nicole Vautard

Nicole Vautard
Kent County Dept. of Public Safety
LEPC Secretary